

APPEAL WAIVER INSTRUCTIONS FOR PROVIDING FINANCIAL INCOME DOCUMENTATION

Please include one or more of the following documents to assist in determination of eligibility for a waiver of the appeal fee. The combined household income and expenses, to include each person age 18 or older, will be taken into consideration.

INCOME DOCUMENTATION:

Please provide the following, as it pertains to the household income.

(Benefit Income) - If you receive Social Security, pensions, and/or any other income, please include a copy of the following:

- ☐ - Any annual award letter(s) showing yearly or monthly income
- ☐ - Copies of checks received as other monthly benefit income (last 2 months)

(Employment Income) –

- ☐ - Last two (2) years completed tax returns, signed (if filed)
- ☐ - Last two (2) months of pay stubs and last year's W-2's

(Unemployment Income) – Note that unemployment income is not allowed as the only income source for the family.

- ☐ - Last two (2) unemployment checks

(Federal Income) – If you receive federal financial assistance and/or income, please include a copy of the following:

- ☐ - Temporary Assistance for Needy Families
- ☐ - Poverty related Veteran's benefits
- ☐ - Food Stamp programs

(Recurring Basic Living Expenses) – If you have recurring basic living expenses, such as: shelter, food, utilities, health care, transportation, clothing, loan payments, support payments, and court-imposed obligations that affect you household income, please provide proof of such payments.

**If you need assistance, call to make an appointment with Code Enforcement staff
(425-257-8560)**